



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title: Bid Manager

Salary: SCP 32

Reports to: Head of Development

Responsible for: Bid Writer

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

The purpose of the role is to manage, write and co-ordinate business development tendering activity to pursue and secure commercial and grant funded contracts, as directed by the Head of Development. Bid Managers will undertake research to support business development initiatives, work closely with Operational Managers and Partners to develop services across the Inspire North group, and support the work of the wider Development Team in diversify our income whilst meeting our overall charitable objectives and commercial growth targets.

Main Tasks:

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1.	Under direction from the Head of Development, independently manage end to end bid development, including: project planning and management, stakeholder coordination, customer consultation, writing, financial and commercial modelling, and service design.
2.	Research, write, co-ordinate and submit high quality bids to statutory funders, in line with the organisation's Business Development and Group Strategies,

	and to strict deadlines.
3.	Work closely with Finance colleagues to develop commercially competitive financial models that enable quality service delivery and represent value for money.
4.	Identify and support colleagues to scope new funding or business opportunities from businesses, individuals, grant giving and statutory bodies.
5.	Competently use service design and quality approaches in line with Inspire North's best practice bid and proposal development – ensuring services are co-produced with Operational colleagues and people who use our services.
6.	Work with colleagues across the group and external partners to research and develop new service models and innovations for current and future services and opportunities.
7.	Proactively identify and monitor policy developments and drivers and stay abreast of sector relevant changes to anticipate and inform future funding and bidding opportunities.
8.	Identify, monitor, assess and evaluate markets and competitors of interest to the group.
9.	Build and maintain strong working relationships with colleagues, people who use our services, partners and funders, to ensure that bids, proposals and business cases have appropriate operational context, reflect current best practice, and facilitate seamless contract implementation.
10.	Prepare or co-ordinate the preparation of high quality supplemental tender or proposal documentation and templates (e.g. financial models, implementation plans, risk registers) in line with funder requirements and group best practice standards.
11.	Represent the group and its subsidiary organisations at external forums, groups and events as directed by the Head of Development – including giving presentations to, and attending interviews, with commissioners and other funders.
12.	Deliver business development activity to support the establishment or growth of the Inspire North group's social enterprises.
13.	Achieve set individual performance targets and fairly contribute towards the achievement of set team financial and performance targets.
14.	Facilitate seamless contract implementation in partnership with Operational colleagues, and ensure the effective handover of new business to Operations in line with best practice project management principles.

15.	Support the Head of Development to manage partner relationships and develop consortia to maximise funding opportunities for the group.
16.	Develop and maintain excellent knowledge and understanding of agreed subject areas, such as: Domestic Abuse, Mental Health, Housing and Offending, sharing knowledge within the Development Team and where appropriate with other colleagues and external partners.
17.	Line management of Bid Writer
18.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
19.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
20.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
21.	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills	Essential	Desirable	Identified by:
Good creative thinking and innovation skills with the ability to bring them to the market	✓		A, I
Strong commercial awareness and the ability to use this within the development of financial models and bids	✓		A, I, E
Ability to think, communicate and act strategically	✓		A, I
Influential, persuasive and proven ability to negotiate	✓		A, I
Ability to work in collaboration with colleagues, partners and other stakeholders and work effectively within a team	✓		A, I

Excellent verbal and written communication skills with strong interpersonal skills and the ability to share information in a clear and concise manner	✓		A, I, E
Demonstrate ability to adapt approach when working with different groups.	✓		A, I
Evidence of up to date knowledge of one or more of the following subject areas: health, social care, skills, housing, criminal justice employment law	✓		A, I
Demonstrable knowledge and awareness of the policy agenda in relation to publicly funded environments in particular around housing, health, complex needs and social care	✓		A, I
Ability to confidently network, develop and maintain strong working relationships with key internal and external contacts, including at a senior level	✓		A, I
A sound understanding of project management principles and the ability to effectively deploy a range of project management techniques to manage multiple projects simultaneously.	✓		A, I
Able to take initiative and responsibility for own work, consistently achieving and delivering to high standards on time, despite tight timescales and conflicting priorities.	✓		A, I
Strong IT skills, including a good working knowledge and use of Microsoft Applications	✓		A, E
Proven research skills	✓		A, I
A management and/or project management qualification		✓	A
Degree level qualification or similar standard in a discipline related to Inspire North's work		✓	A
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	

Evidenced experience and ability to develop and write successful, high quality proposals, tenders and business cases, including resulting in securing of new income	✓		A, I, E
An excellent track record in competitive tender writing for contracts within a similar sector to Inspire North	✓		A, I
Experience of supporting budget development and facility to review, interpret and critique financial information	✓		A, I, E
Knowledge and experience in securing funding from non-statutory funding sources relevant to Inspire North		✓	A, I
Experience of homelessness, domestic abuse or mental health either as a person who has used services, a carer, worker or volunteer		✓	A, I
Experience of working in income generation for commercial organisations		✓	A, I